Course Assessment: Institutional Reporting and Analysis (IRA) Reference Guide.

1. What is a Data Warehouse?
   a. A data warehouse is a relational database that is designed for query and analysis rather than for transaction processing. Transaction process is adding, editing or deleting data such as in Banner, where students add and drop courses and faculty enter grades.
   b. A data warehouse usually contains historical data derived from transaction data. It separates analysis workload from transaction workload and enables an organization to consolidate data from several sources. In this case the transaction data is course assessment data. This makes for a fast and flexible reporting environment.

2. Available Course Assessment Reports
   a. These reports are available:
      i. Previously Delivered Course Assessment Reports
      ii. Single Course Summaries
      iii. Individual Response Reports
      iv. Department Summaries
      v. First Year Seminar Summaries
      vi. College Summaries
   b. New Reports
      i. Comparison Reports
      ii. A look at student Responses over time
      iii. A look at mean/median over time
      iv. Divisional Summaries
      v. Writing 002/003 and 005 reports

3. What is IRA and How to Get Access?
   a. What is IRA?
      IRA is the Reporting and Analysis System used for interaction with the data warehouse
   b. New Users: how to get access
      i. Security Access assigned from the Registrar for Department, Divisional, First Year Seminar/Writing and College reports
      ii. Training Opportunities
      iii. Guides available on http://www.dartmouth.edu/~reg/guides/
      iv. Course assessment technical help: contact Amy.Hunt@Dartmouth.edu

4. What are the Technical Requirements?
   a. Internet connection
b. Supported Browsers:
   i. Recommended Browsers: The 11g environment of IRA is certified by Oracle to work with:
      · Firefox, versions 6 or higher (we have only tested up to version 20)
      · Internet Explorer (IE), versions 7, 8 or 9
      · Safari, versions 4 or 5
      · Chrome, version 19 or higher
      ii. Note that the 11g environment does not function well with IE 10 right now. The internal testing at Dartmouth has focused on IE (versions 7/8/9) and Firefox – there has been limited testing here using Safari & Chrome, though Oracle certifies these as well.

5. Logging into the System
   a. Getting to IRA
      i. Log into BannerStudent Self Service
      ii. Select Faculty and Advising Menu
      iii. Click Course Assessment
      iv. Open a new browser window and go to:
      v. www.dartmouth.edu/~reports
      vi. Select the first link IRA Dashboards and Reports

   b. Logging in
      Enter your full DND id e.g. D111111 and your Dartmouth password.
6. **Navigating the Dashboard**

   ![Dashboard Image](https://ira.dartmouth.edu/analytics/saw.dll?Dashboard)

   a. **Main Menu**
You may or may not see tabs (Course Level Reports, College Level Reports, etc.) depending on your access level.

b. Once you select a report by clicking on the link it will run in a separate window/tab depending on your browser. The main menu will remain in the background while you navigate your report.

7. **Report Layout**
   a. Most reports are divided into 4 sections:
      
      i. Report Header, Prompts, Detail and Result Sections

      *NOTE: Some Reports may have Multiple Tabs above the Report Header.*

8. **Viewing Reports**
   a. Report Headers
      i. Report Name
ii. Date & Time Report Ran
iii. Brief Description
iv. Report ID and Version

b. Prompts/Filters
   i. Selections can be Saved
   ii. Selectable Prompts
      1. Three Key Areas
         a. Selection Buttons
         b. Apply Button
         c. Reset Button

iii. Prompt Types
   1. Text Prompts
      a. Editable – type the value
   2. Dropdown Lists
      a. Single select list
      b. Jump to “First letter” search
   3. Multi Select
      a. Single Value Selection
      b. Multiple Value Selection

   i. Click search if want more options
   c. How to search
      i. Begins With (Type the first few characters)
      ii. Ends With (Type the exact ending characters)
      iii. Contains (Type characters found within term)
iv. Prompts are Cascading
   1. Each selection will narrow the choices available in subsequent prompt selections
   2. Works both Forward and Backwards
   3. Example: Select Term, will then populate the course text area with just the courses offered that term.
   4. Prompts also follow Course Assessment Security

c. Results
   i. View Selector
   ii. Control Button e.g.
   iii. Modify
   iv. Print to PDF
   v. Export to Excel

9. Download/Printing Reports
   a. Downloading Charts/Data
      The Download Data option downloads all the available data as a CSV file that can be opened in Excel
b. Printing Charts/Data

i.

ii. Select “Printable HTML”; This will bring up another window just for printing.

iii. Using your browser menu print (Firefox example below)

1.

iv. It will bring up your normal browser print menu (Step c. “To save as PDF” has an image of your print menu) and select “Print” again.

c. To save as PDF

i. Follow the above steps as if you are going to print. Rather than selecting “Print” in your Print menu

1. Select “PDF”

2. “Save As PDF”

ii. 

10. Future Reporting Needs

New individual Reports can be requested thru the Registrar website.